HOFSTRA UNIVERSITY STUDENT GOVERNMENT ASSOCIATION
FUNDING REQUISITION

Organization: __________________________ Date __/__/ __ Date Rec'd __/__/ __

Authorized Person: ______________________ Phone # of Requisitioner: ______________

Email address: __________________________
(must be listed)
Detailed Explanation for Request: ________________________________________________

Amount Requests: ______________________ Payment Required by: ______________

Date of Event: ______________________ Location & Ticket Price ______________

METHOD OF PAYMENT

☐ Purchase Request - for items over $500.00, attach Purchase Request & Quote. If quote is over $2,500.00, three bids must accompany request.
☐ Check Request - attach request along with invoice or single engagement contract, guest lecturer or musical accompaniment contract.
☐ Budget Transfer - attach Hofstra University Budget Transfer Form/Lackmann Food Services Invoice/Printing Department Request
☐ American Express Card - return card with documentation regarding purchase

APPROVALS

SGA Bookkeeper: __________________________ Pamela Orefice Date ______________
Comments: __________________________ Current Balance after this expense $ ______________

Student Activities Director: __________________________ Anita Ellis Date ______________
☐ Approved ______________ ☐ Denied ______________

SGA Comptroller: __________________________
Signature Date ______________
☐ Approved __________________________
☐ Denied __________________________
☐ Modified __________________________

Fines (if necessary) Warning
1st Offense 20% of request __________________________
2nd Offense 35% of request __________________________
3rd Offense Budget Frozen until reviewed by IRC Committee __________________________

Comments:

10/21/08